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FOR M/PRI AND WHA FROM THE AMBASSADOR

DEPT PASS TO DHS - COAST GUARD

E.O. 12958: N/A

TAGS: [AODE](#) [AMGT](#) [KMRS](#) [CA](#)

SUBJECT: NSDD 38 - Department of Homeland Security (DHS), United States Coast Guard Request to Establish a Coast Guard Liaison Officer Position in Ottawa, Canada

REF: A) NSDD-38 CASE NUMBER DHS-CAN-70905-10152008

¶1. The Embassy has received the NSDD-38 request from the Department of Homeland Security, United States Coast Guard (USCG) to establish an 0-4 Coast Guard Liaison Officer billet at the Royal Canadian Mounted political (RCMP) Headquarters in Ottawa. The Chief of Mission approves the establishment of this position. Filling this position will constitute explicit acceptance of USCG's responsibility to pay ICASS charges outlined herein and your acceptance of Chief of Mission authority over this position. As such, he/she is required to keep the Ambassador fully and currently informed with respect to all activities and operations in accordance with the Ambassador's letter of instructions and 22 U.S.C. 3927. In the absence of a USCG-charged Attache accredited to the Embassy, the person encumbering this position will report to the Ambassador and DCM through the DHS Attache assigned to Embassy Ottawa. Current USCG staffing in Ottawa is zero. (There is currently a USCG Attach position in the Chancery but it is not charged to USCG, rather to the Defense Attach office.) With this approval, staffing level for USCG will be one American officer.

¶2. Post would like to advise Coast Guard that all agencies are required to sign a Memorandum of Understanding with regard to subscription of ICASS services. Coast Guard will need to sign an ICASS agreement for the services to be provided upon arrival at post. Cost center descriptions may be found at [www.icass.gov](http://www.icass.gov) in the ICASS Handbook link, section H-340.

#### ADMINISTRATIVE ICASS SUPPORT COSTS:

¶3. Coast Guard must agree to pay all security-related costs and support future Ottawa ICASS budgets proposed and approved by the local ICASS Council. The following are estimated current annual ICASS costs for one position located outside the chancery:

Basic package: \$1,209  
Health Services: \$239  
CLO: \$500  
Shipping and Customs: \$1,100  
Mail and Messenger: \$544  
Overhead: \$54  
ICASS Redistribution: \$1,897  
TOTAL: \$5,845

#### OTHER ADMINISTRATIVE AND SECURITY ISSUES:

¶4. DIPLOMATIC OR ADMINISTRATIVE/TECHNICAL STATUS: Post would like to advise Coast Guard that approval of this NSDD-38 does not automatically confer diplomatic status. All requests for diplomatic titles must be submitted by Coast Guard to the Titles and Rank Office in the State Department's Bureau of Human Resources. If a diplomatic title is not required, or not approved, the incumbent will be announced to the Canadian Ministry of Foreign Affairs and Foreign Trade (DFAIT) as Administrative and Technical Staff (A&T). In Ottawa, all personnel (diplomatic or A&T) enjoy the same privileges and immunities.

¶5. Security Briefing: All American personnel transferring to an overseas location under Chief of Mission authority must complete appropriate overseas personal security training prior to their

travel. This applies to all American personnel performing extended (more than 30 days) TDY travel as well. Employees may take the Department of State's Foreign Service Institute (FSI) approved minimum four-day training course "Serving Abroad for Families and Employees" (S.A.F.E.). Agencies may choose to provide their own equivalent training if it has been certified by the State Department's Bureau of Diplomatic Security. All personnel must certify that training for covered employees will be completed prior to travel. Additionally, the employee will need to complete the Embassy security briefing as part of the check-in process.

¶6. Pre-arrival and Check-In: Coast Guard must announce the assignment of all new employees and their accompanying family members to U.S. Embassy Ottawa well in advance of arrival. All employees are required to check-in with the Embassy Human Resources Office (HRO) as soon as possible after arrival in Ottawa. Personnel should contact the HR Office at 613-688-5264 to make an appointment.

¶7. With regard to typical allowance entitlements at post, please refer to the following website: [www.state.gov/m/a/als/](http://www.state.gov/m/a/als/).

#### CONTACT INFORMATION:

¶8. ICASS/Financial Issues: Kemp Long/Carolyn Paquette in the Financial Management Office (613-688-5282);  
Security Issues: Kevin Flanagan, RSO (613-688-5390);  
General post information: KarenKay Hall or Rachel Hecker, Community

Liaison Officers (613-688-5274 or 613-688-5403);  
HR Issues: Patricia Duffy, HRO (613-688-5265).

#### RESPONSE TO QUESTIONS FROM M/R:

¶9. Q1: Is the need for the proposed staffing change reflected in the most recent MSP?

Yes. This position was included in the FY 2009 MSP but perhaps inadvertently left off Table C, new position requests. The position supports the Mission Strategic Plan goal 1: Modern Efficient, Secure Border. Key priorities include enhancing the security of U.S./Canadian border and promoting law enforcement cooperation.

Q2: If the agency proposes to add staffing based on workload, are there other resources already present at post that are performing or could perform the function?

No.

Q3: Could the function be accomplished through the use of TDY, Foreign National, contract or other local-hire personnel?

No. The incumbent will represent the U.S. Coast Guard, one of the five USG and Canadian Government law enforcement agencies that signed the Integrated Border Enforcement Team (IBET) Charter to further law enforcement cooperation along the U.S. Canadian border. Ongoing liaison with partner law enforcement agencies and Canadian officials is required and therefore the duties cannot be accomplished from the United States or through the use of TDY, contract or other personnel.

Q4: Identify the specific administrative support, space and funding arrangement that have been made for the increase in staffing.

The position will be located at the RCMP (outside the Embassy) so no space arrangements are required. ICASS support and charges are detailed in para 3.

Q5: Do the benefits of increasing staff outweigh the inherent security risks associated with additional personnel?

Yes. The establishment of the position will strengthen U.S./Canada relations and support our key goals - enhancing the security of our border with Canada and closing the gap in law enforcement cooperation.

WILKINS